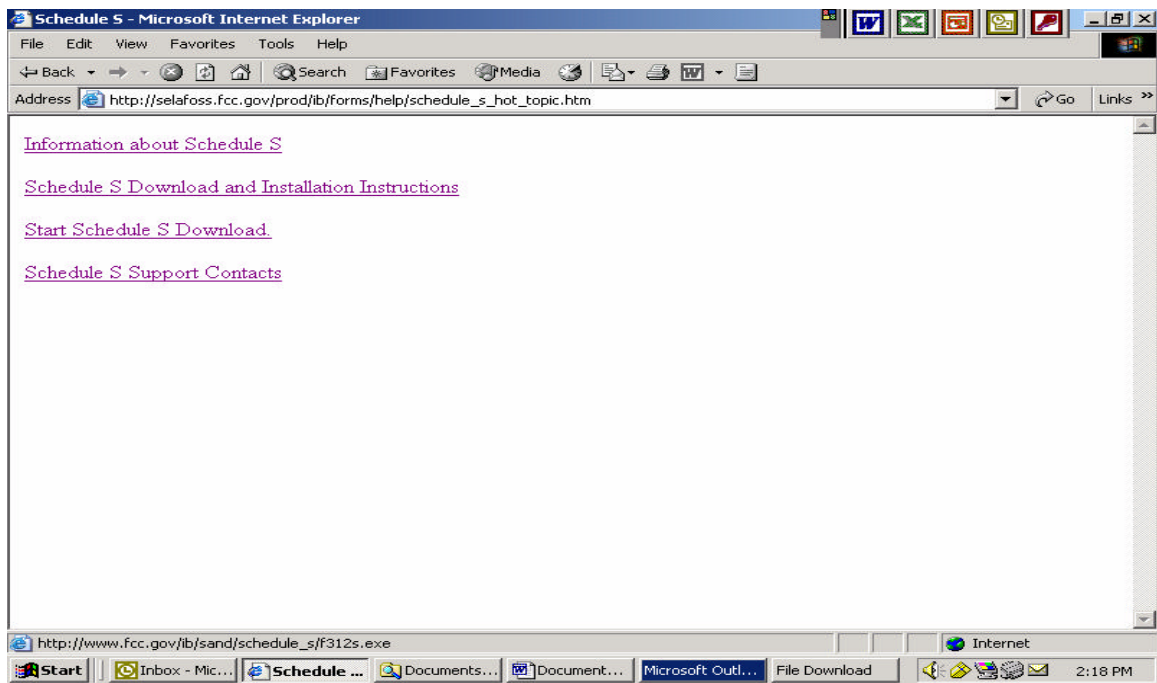


## SCHEDULE S DOWNLOAD AND INSTALLATION INSTRUCTIONS

Before beginning the Schedule S download and install process, you will need to create two folders on your pc: 1) c:\Schedule S temp (this directory is the one in which the install files will be saved and from which they will be executed), and 2) c:\My Schedule S Filings (this folder is where you will keep your Schedule S database files).

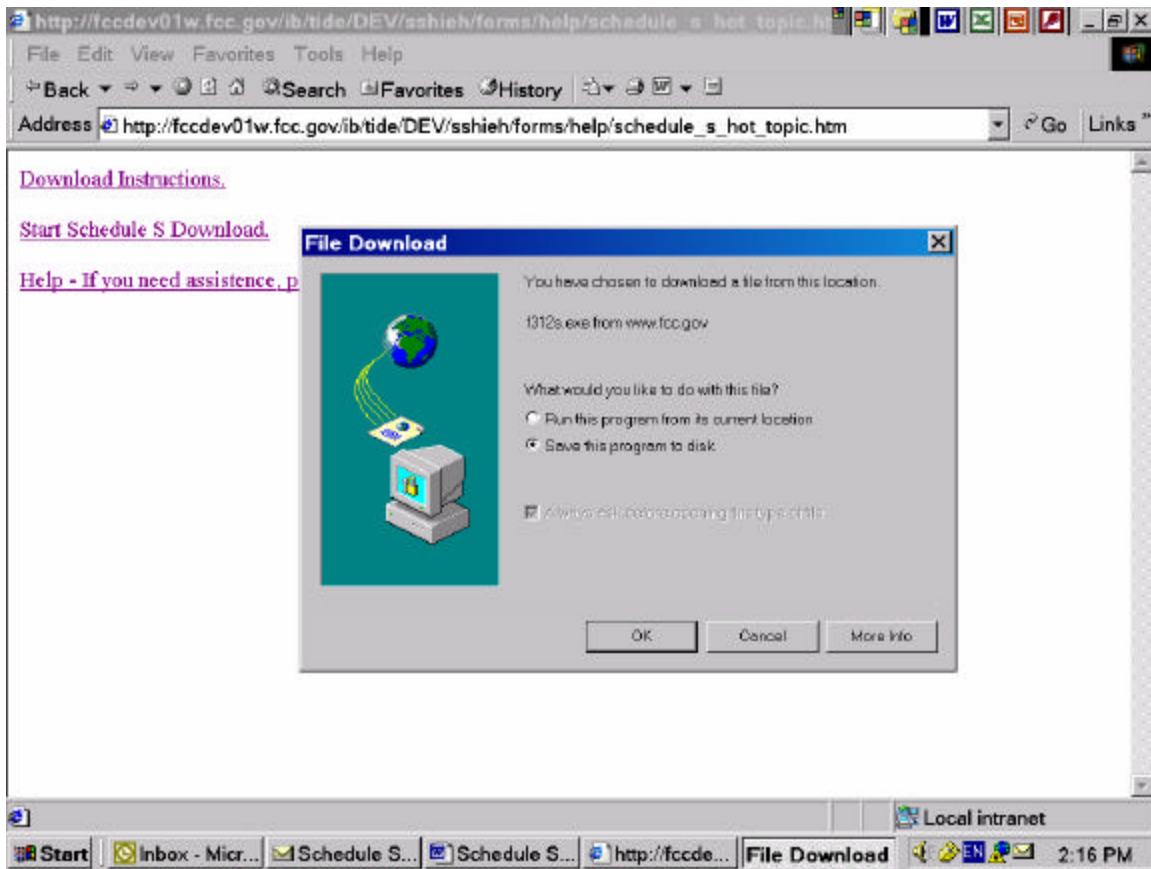
**Download and Installation Instructions :** From the IBFS home page, click on the text stating, “New! Look here for Information Associated with New Schedule S Technical Data Form!”



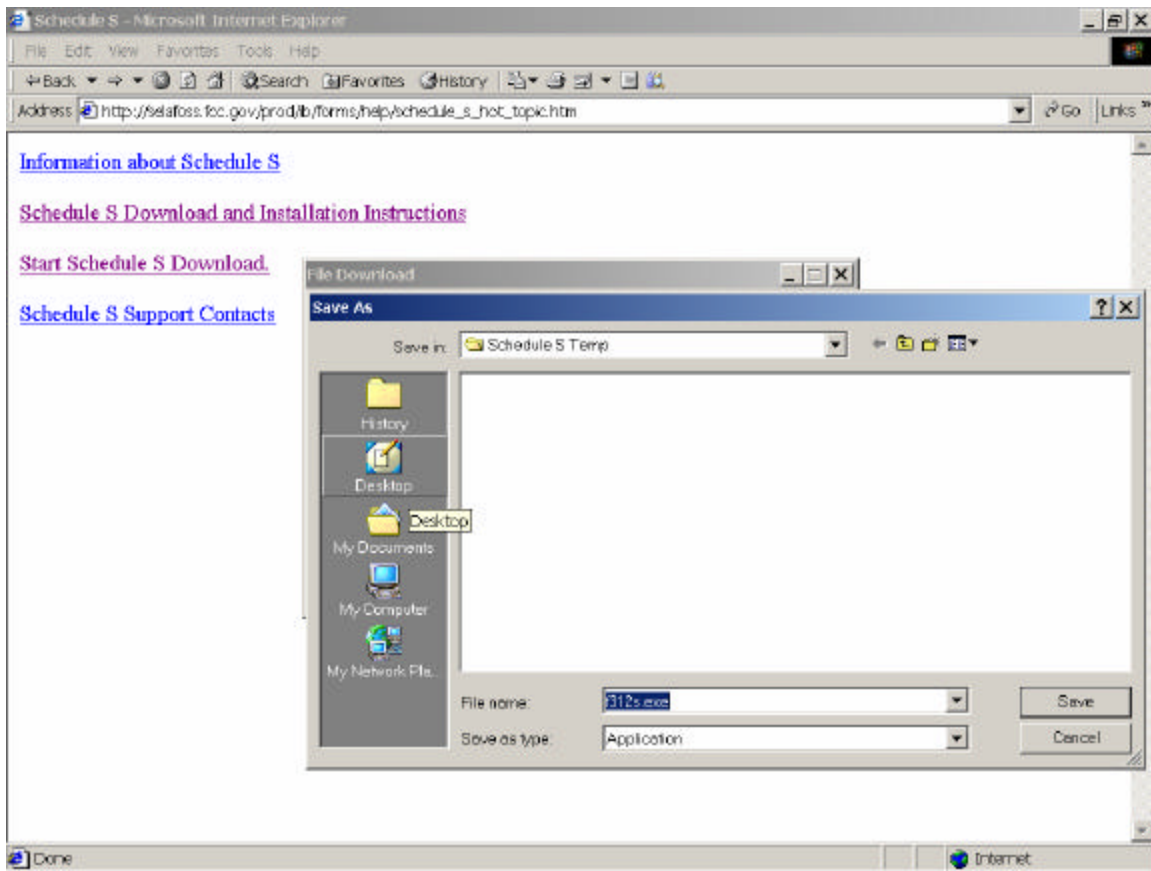


Next, click on the “Start Schedule S Download” link.

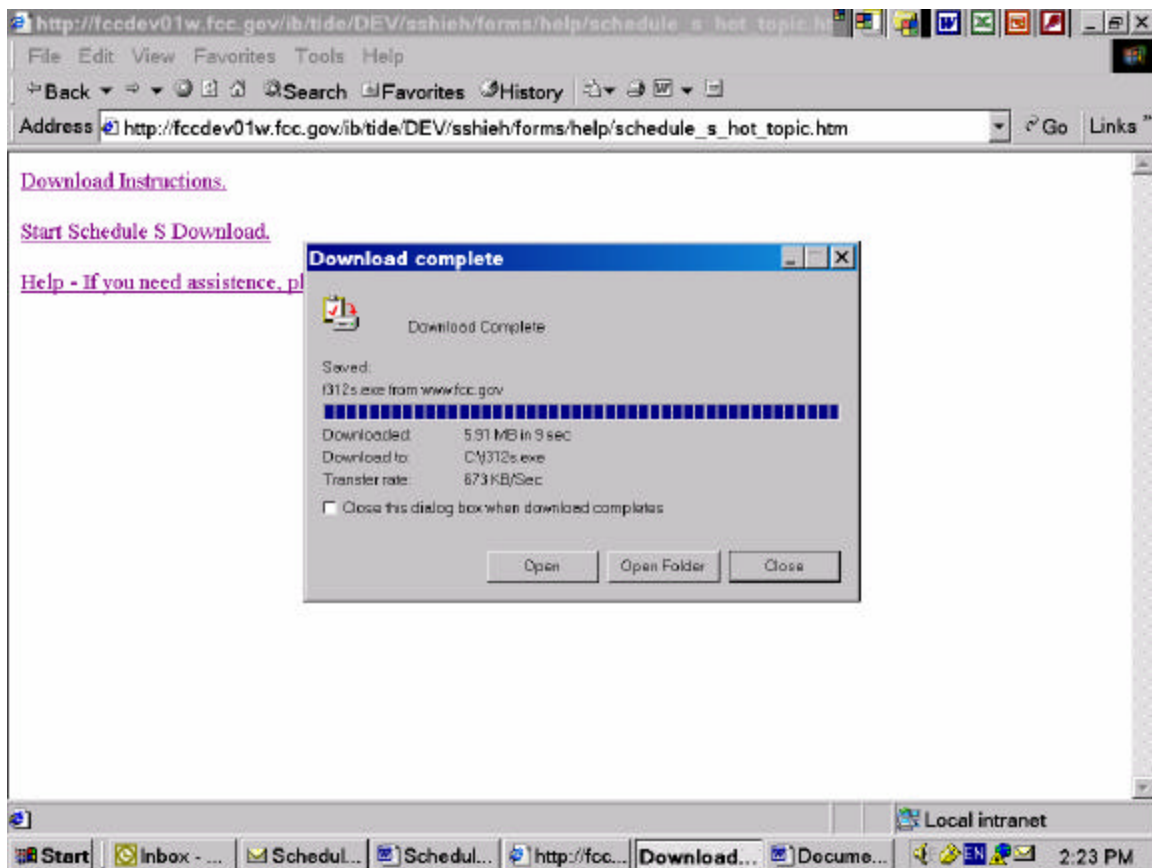
## Schedule S Download Instructions



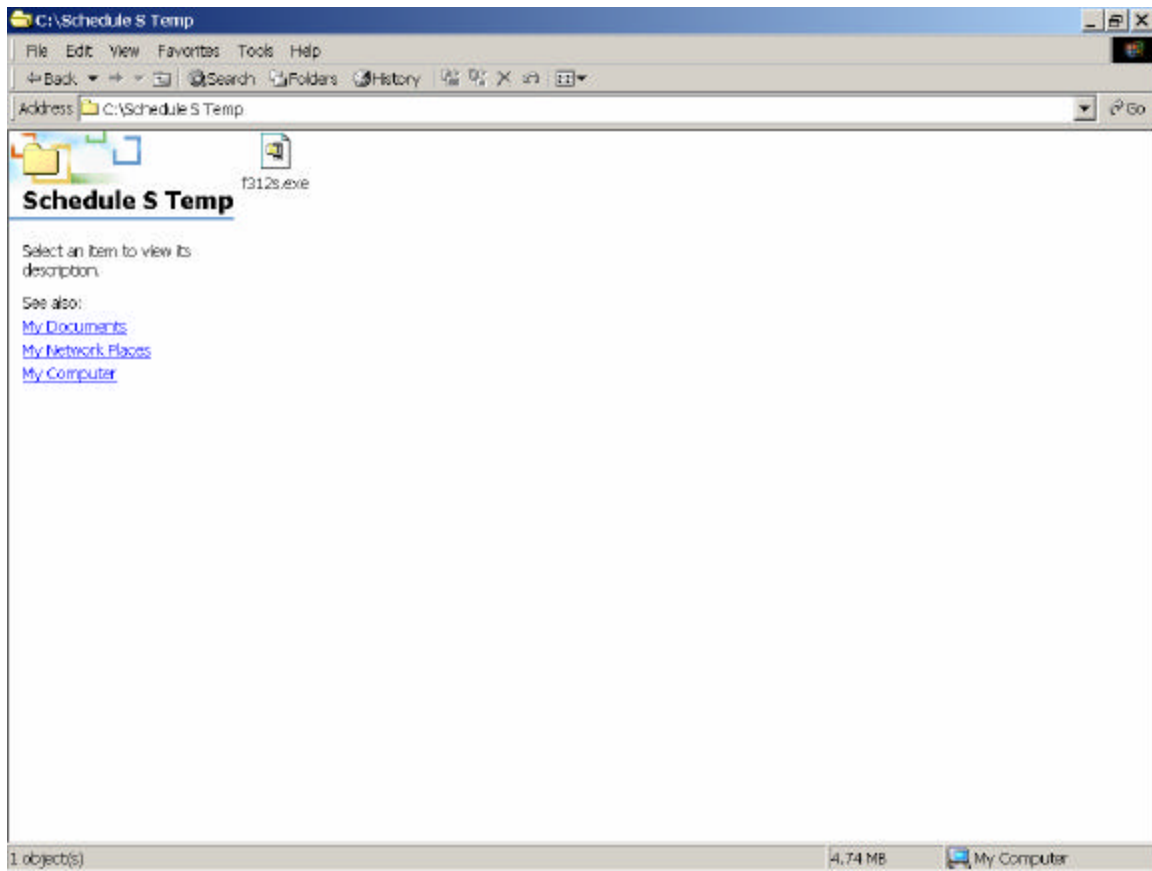
The ‘file download’ window will default to the “Save this program to disk.” Do not change and click on “OK.”



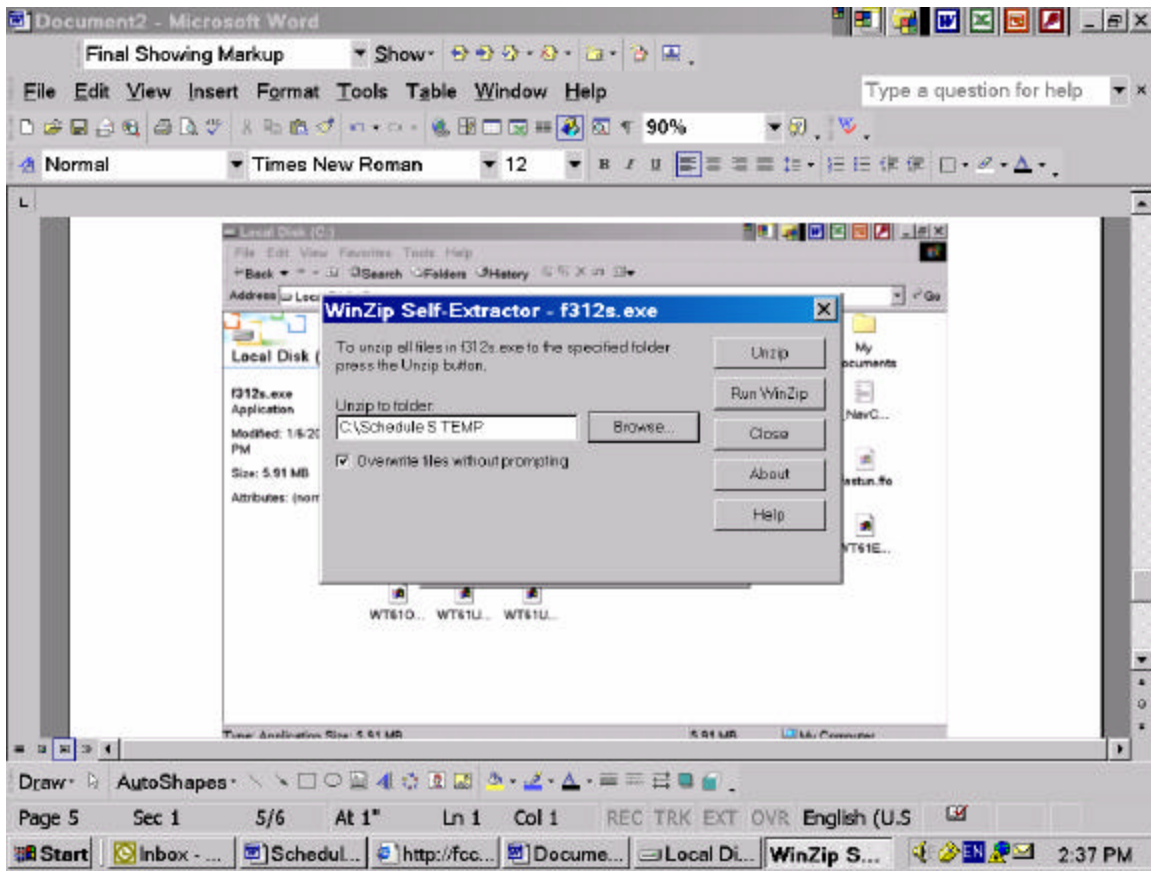
In the “Save As” window choose the Schedule S Temp folder, where you will store the self-extracting archive file, “f312s.exe.” Click the “Save” button to start the download.



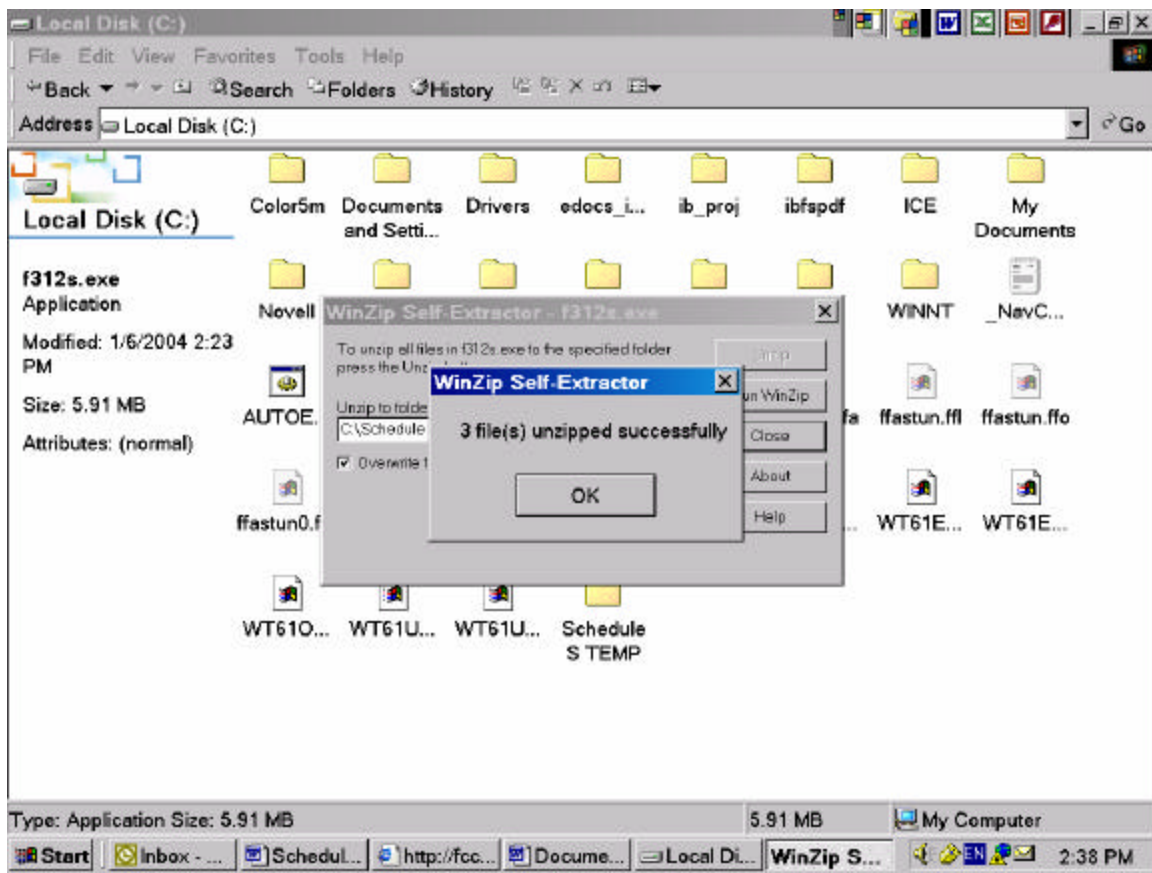
The file will be downloaded to the folder you designated. Click “Close” on the Download Complete window when the download is finished.



Using Windows Explorer or My Computer, find and execute the “f312s.exe” file by double clicking on the icon.



Find and designate the Schedule S temp folder in the “Unzip to folder” text box to which the install program will be extracted. Next, click the “Unzip” button to begin the extraction.

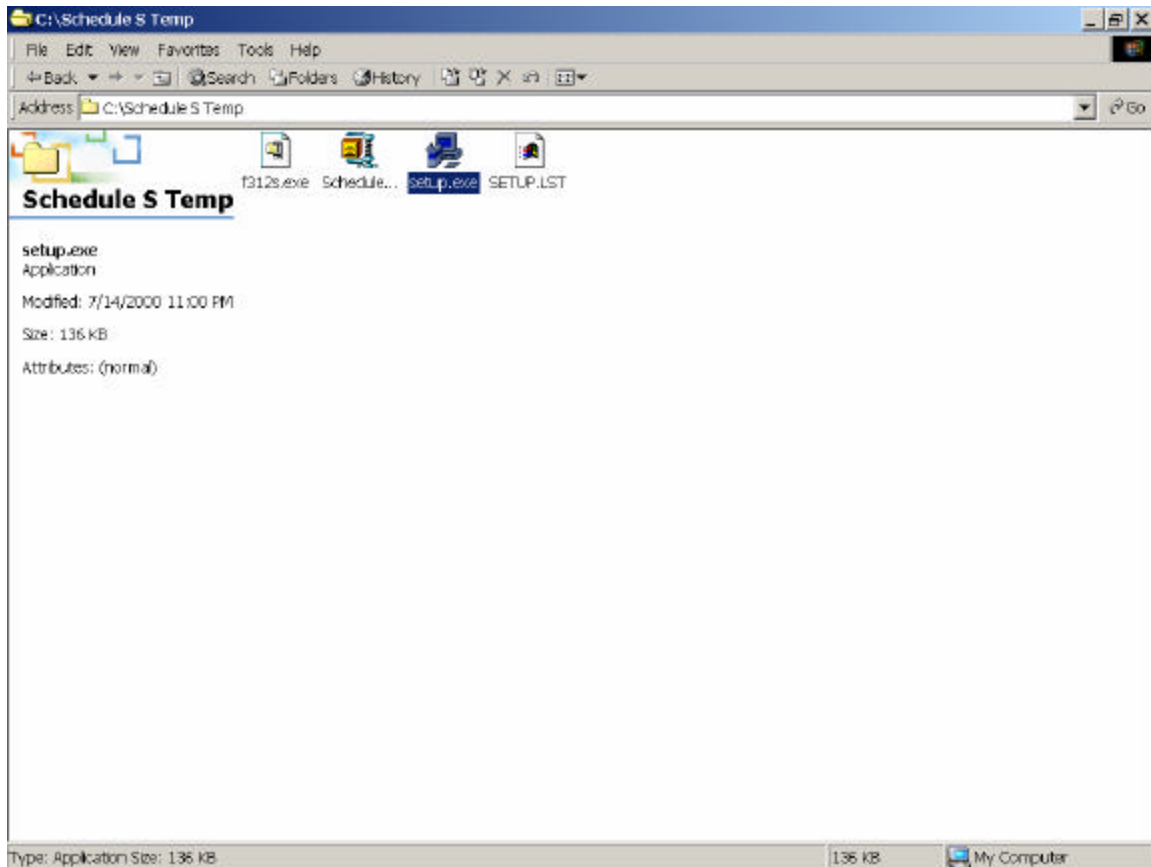


Click “OK” when the files are successfully unzipped.

Close the “WinZip Self-Extractor” window.

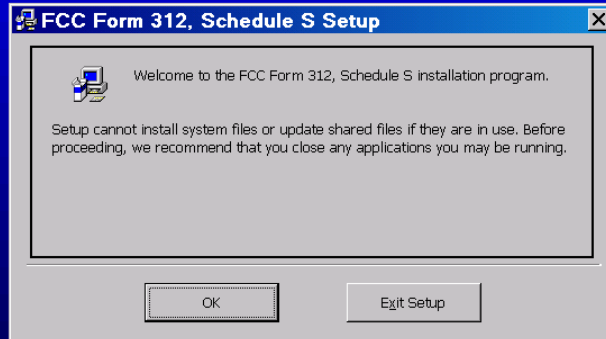


## Schedule S Installation Instructions



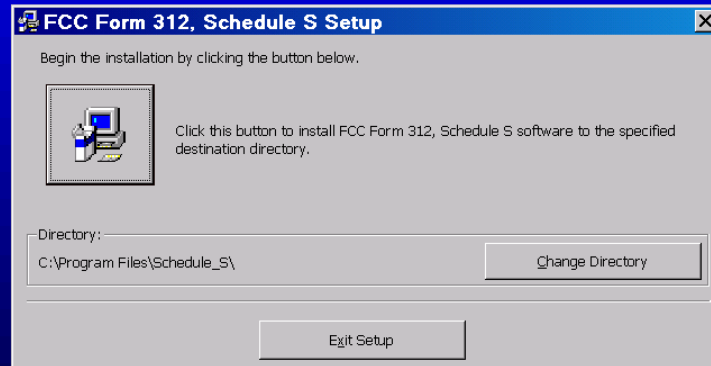
Double click on the setup.exe icon to install the Schedule S program. The program will install the needed files and walk you through the installation process.

## ***FCC Form 312, Schedule S Setup***



Click OK.

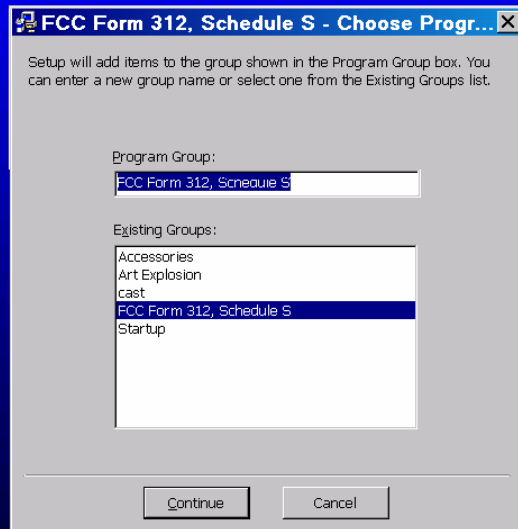
## ***FCC Form 312, Schedule S Setup***



The installer program defaults to C:\Program Files\Schedule\_S as the install location for the Schedule S program. We encourage you to keep this location in order to facilitate support from the IBFS Help Desk.

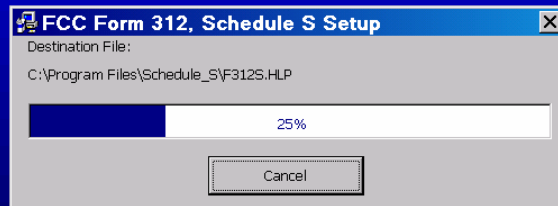
To start the install, press the large button with the computer picture.

## ***FCC Form 312, Schedule S Setup***



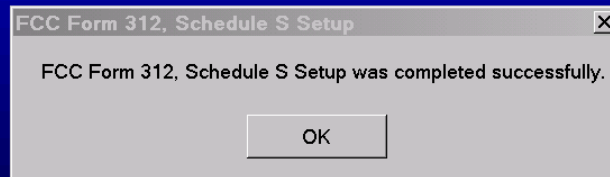
Press “Continue” to add Schedule S as a short cut on your Start/Programs menu.

## ***FCC Form 312, Schedule S Setup***



You will receive a status bar showing progress of the install.

## ***FCC Form 312, Schedule S Setup***

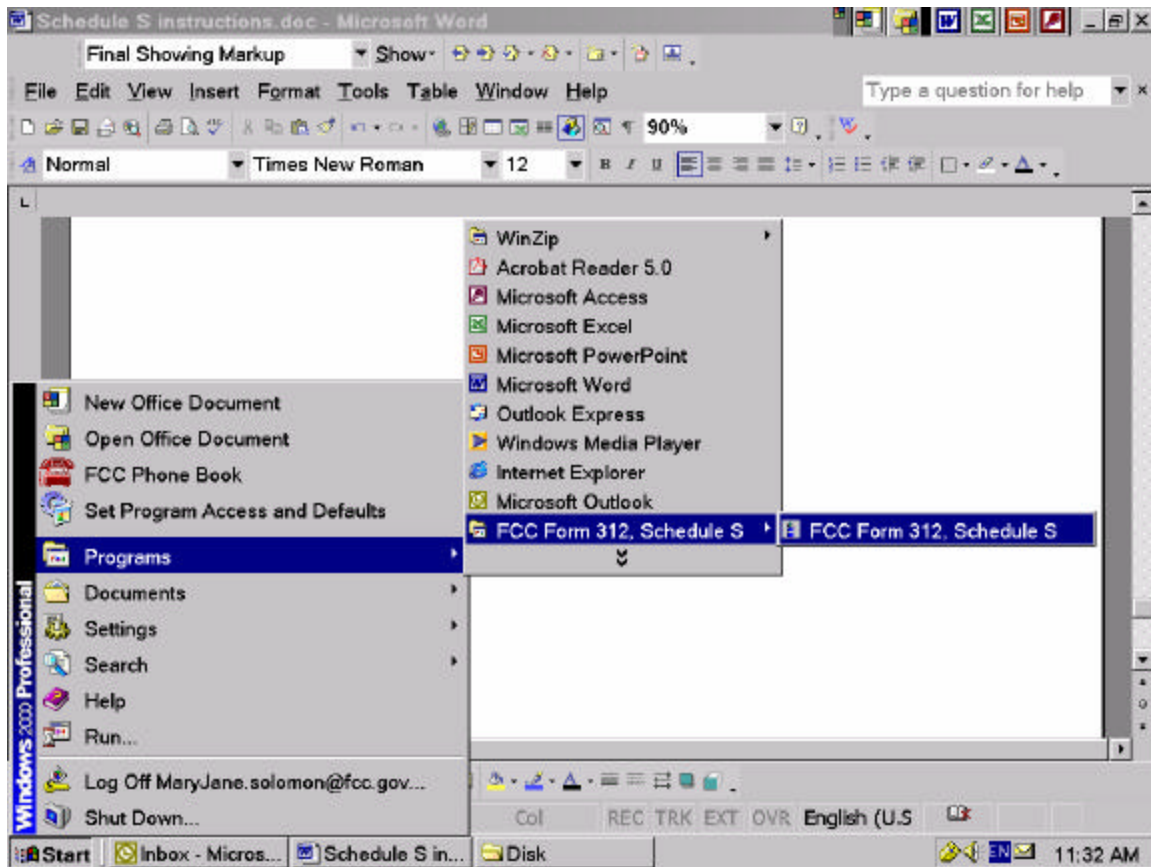


You will receive this message when the install completes successfully. Click OK. The Schedule S program is now installed.

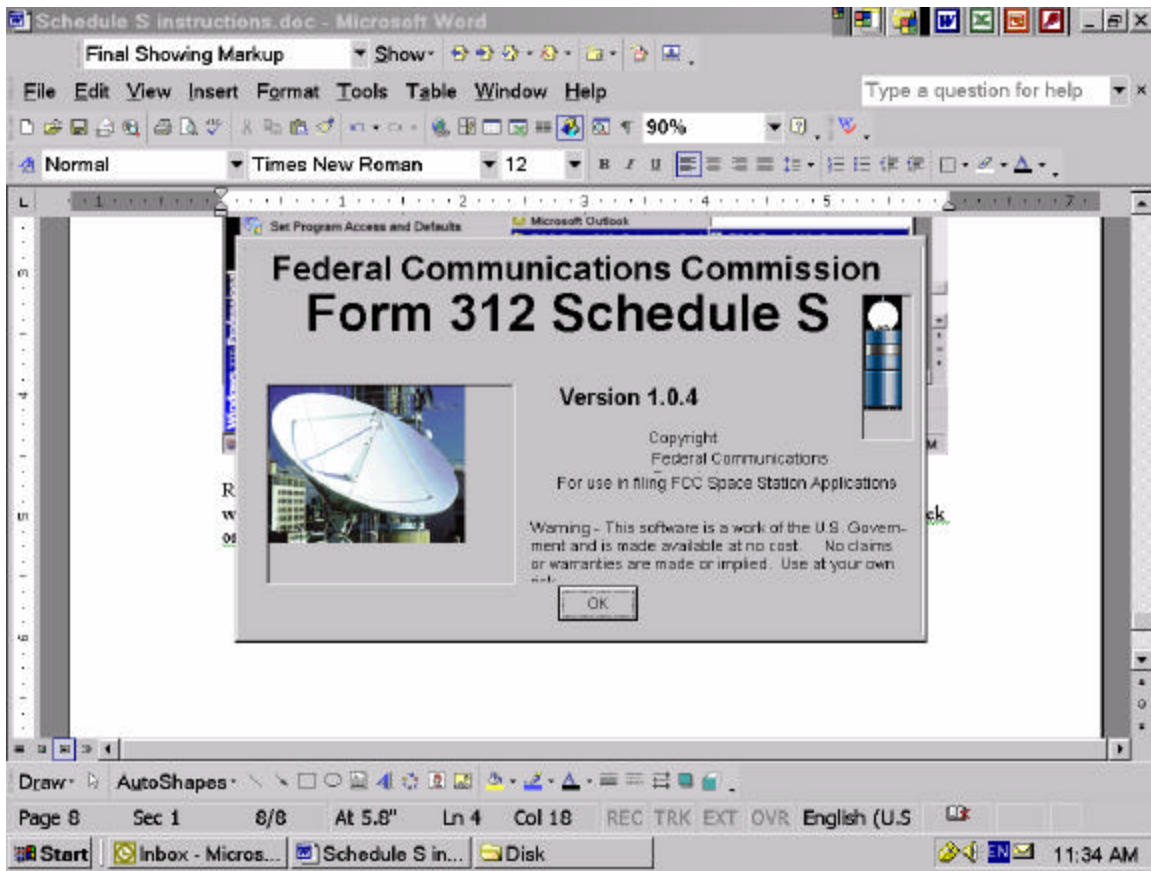
You should not need to reboot your computer. However, if your computer prompts you to reboot, please do so.

This concludes the Schedule S software Installation portion of the process. Proceed to the next page to run Schedule S.

## Running Schedule S

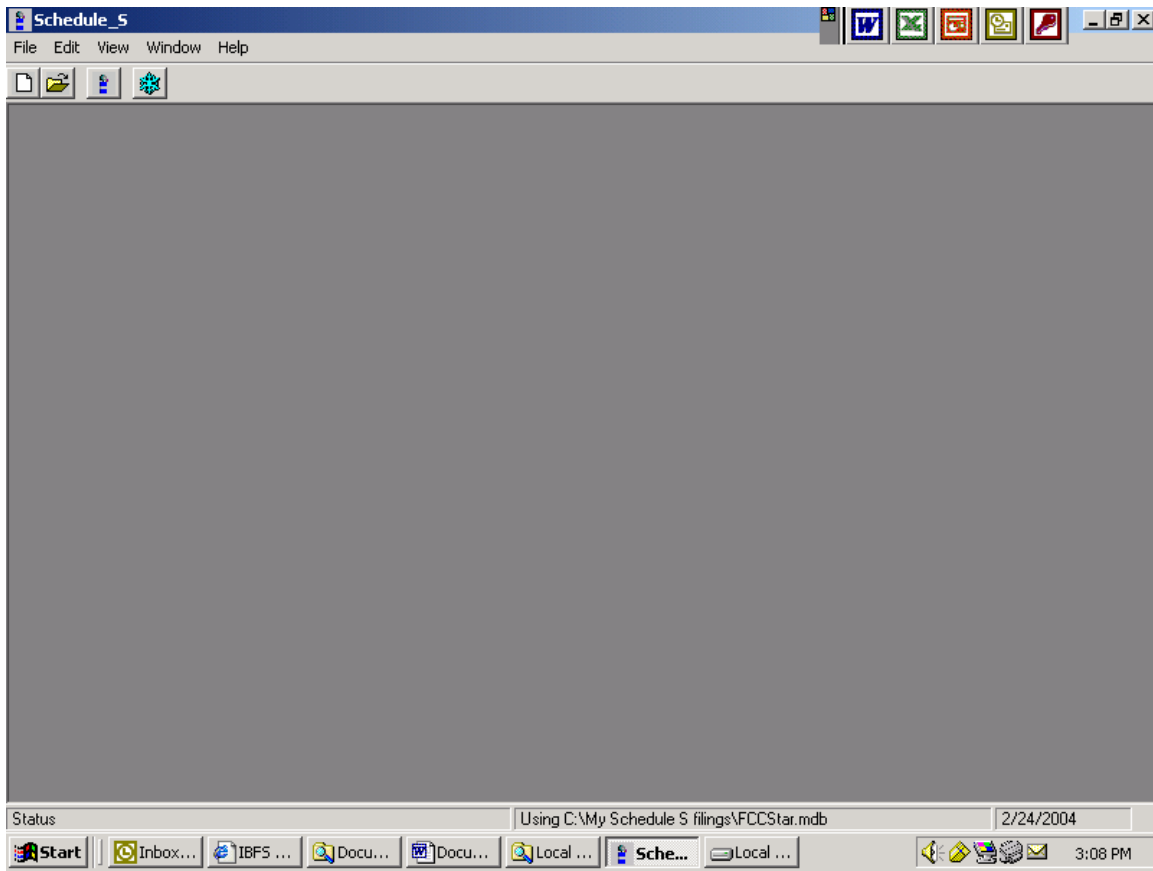


Run the program by clicking on the Start Menu on the lower left-hand corner of your windows screen. Click the Programs Menu. Click on FCC Form 312, Schedule S. Click on FCC Form 312, Schedule S.



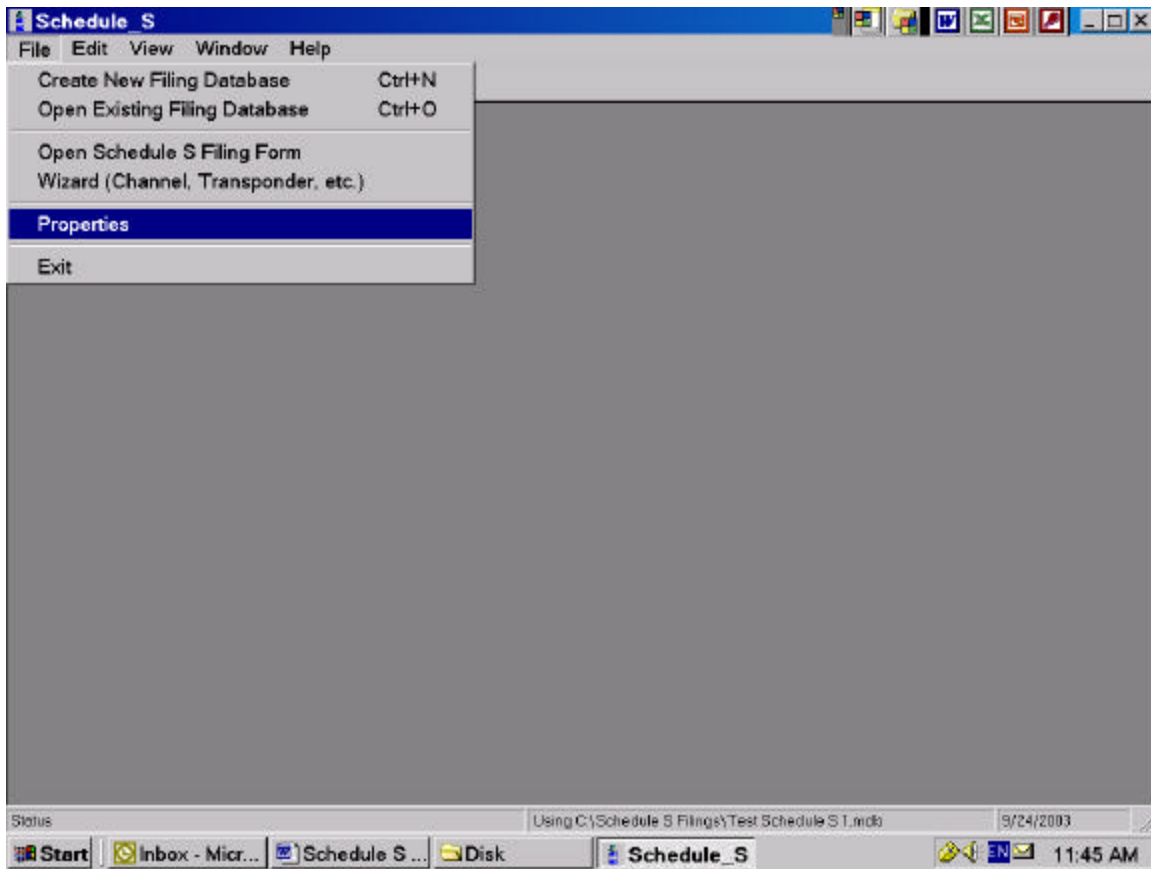
The Form 312 Schedule S application splash screen is presented. You can either click OK or wait for the splash screen to automatically close after a few seconds. The Schedule S Form will then open.



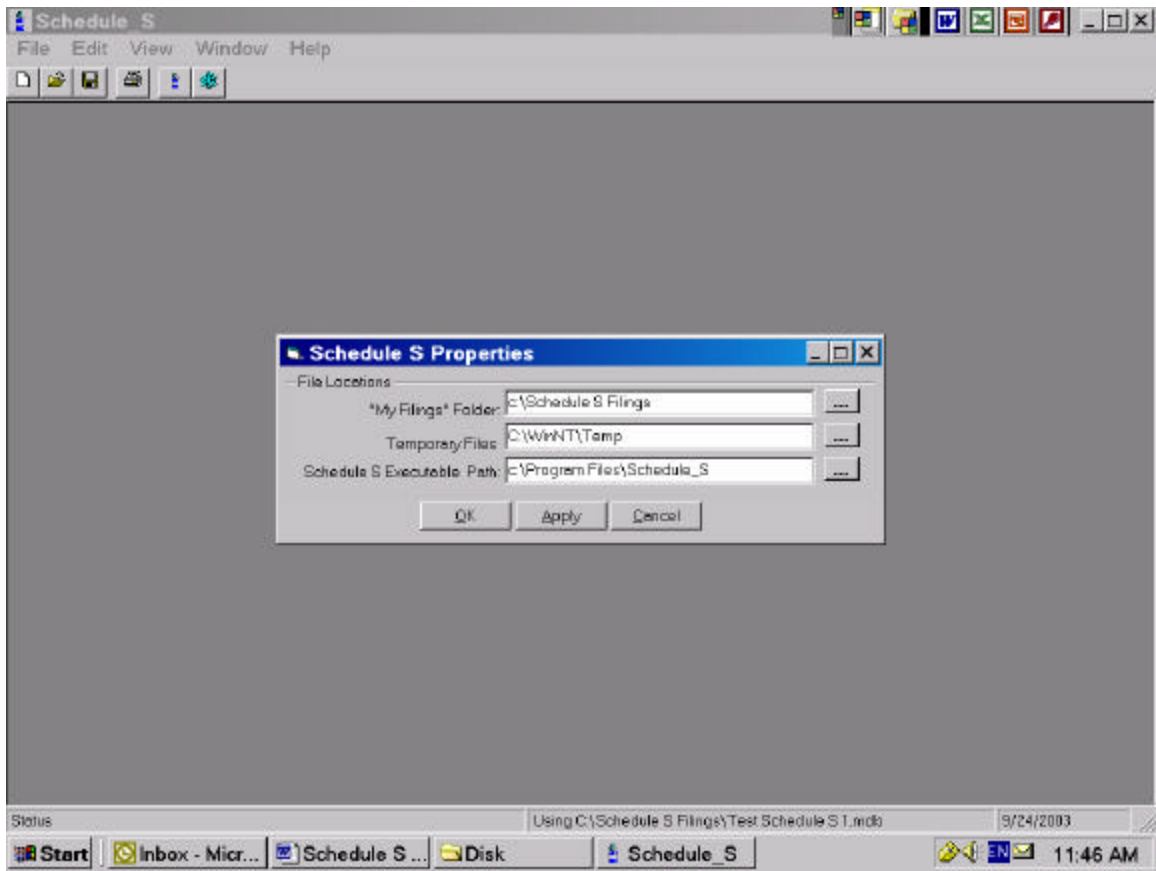


Congratulations, Schedule S is now running on your computer. It contains all of the menus and buttons to navigate the program. Next you will need to configure the program so that it can find the correct folders.

## Configuring Schedule S

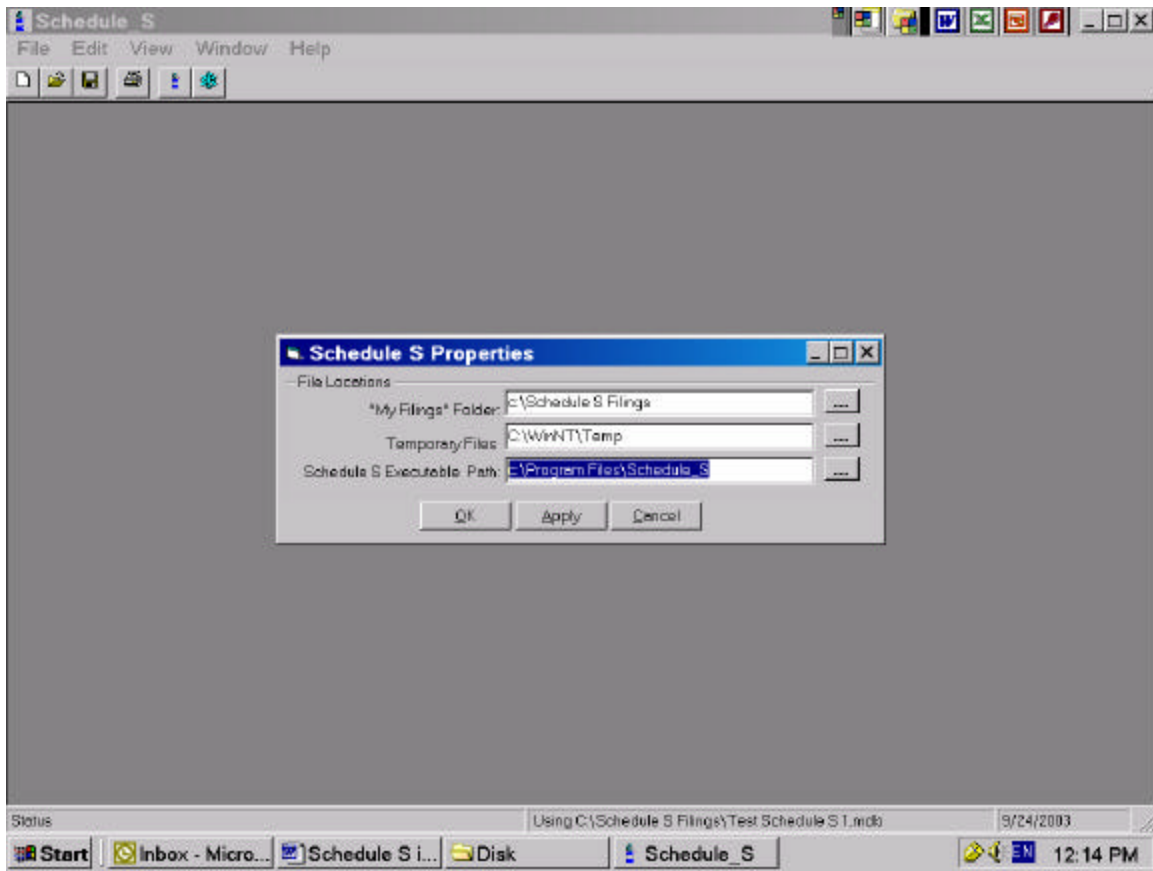


From the File menu, open the Properties Window.

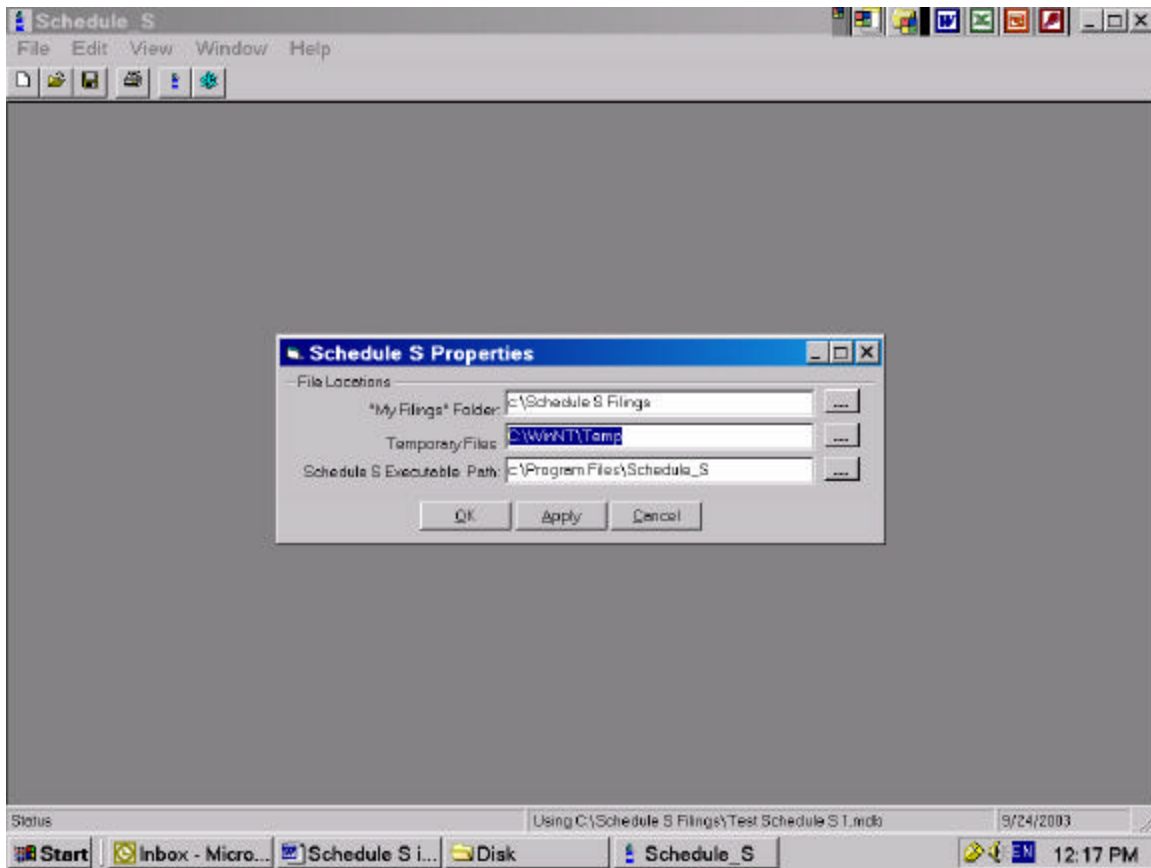


There are three folders/directories that the Schedule S program needs in order to operate correctly.

1. "My Filings" Folder:
2. Temporary Files
3. Schedule S Executable Path:



Starting with the Schedule S Executable Path at the bottom, please ensure that the Schedule S Executable Path is set to C:\Program Files\Schedule S.

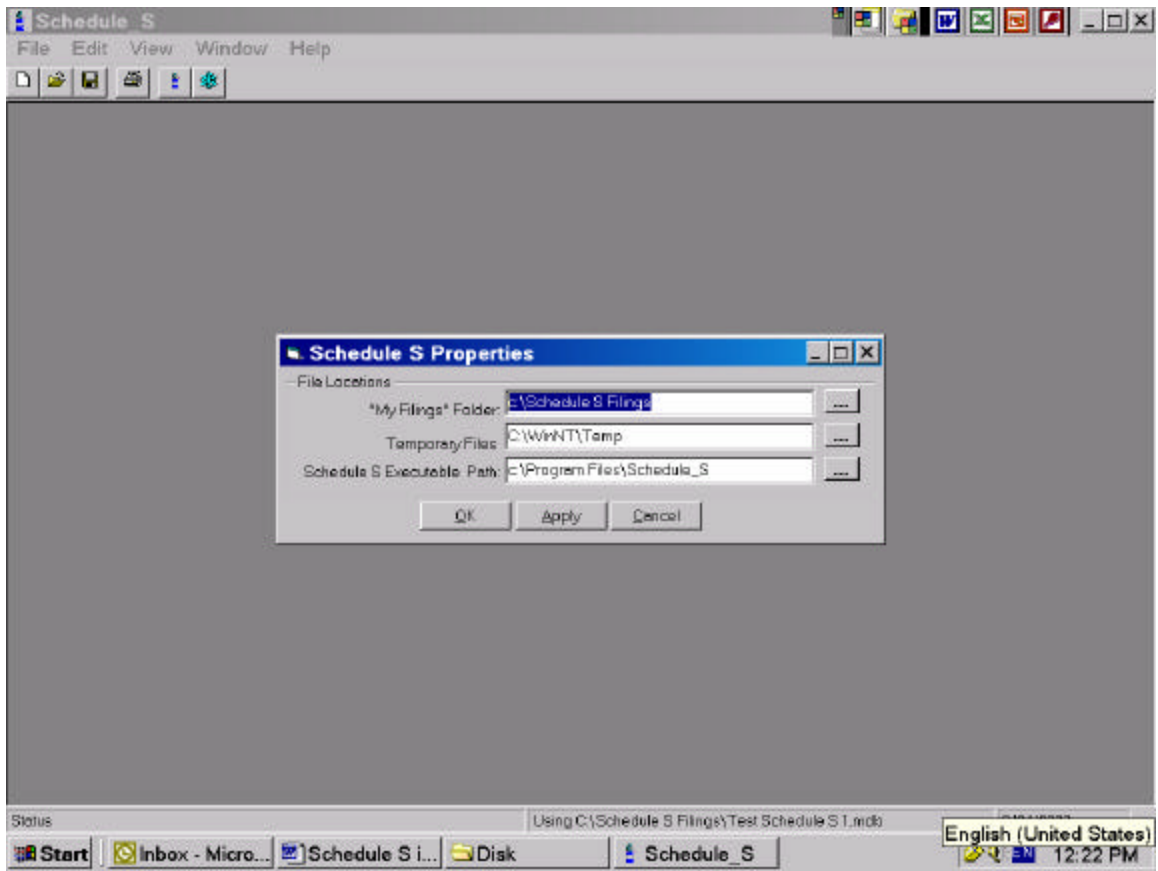


Temporary Files is where the folder where Schedule S will create and manage any temporary files that it uses. The Windows temp directory is a good place to put these temp files. The default location will depend on which version of Windows you are running.

For Windows 2000, the default will be C:\WinNT\Temp.

For Windows 98 and XP it will be C:\Windows\Temp.

For Windows NT it will be C:\Documents and Settings\[user name]\Local Settings\Temp.

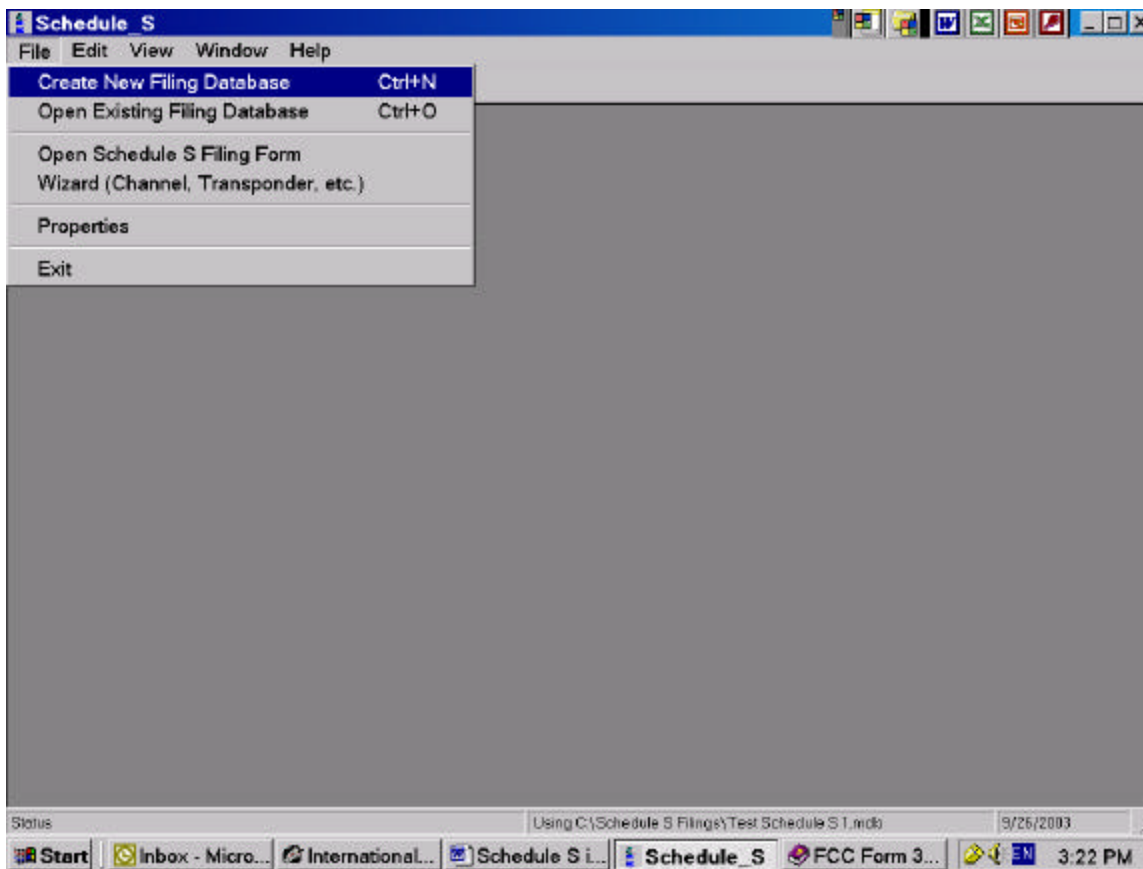


The “My Filings” Folder is where your Schedule S database files will be kept. Ensure that this folder points to C:\My Schedule S Filings.

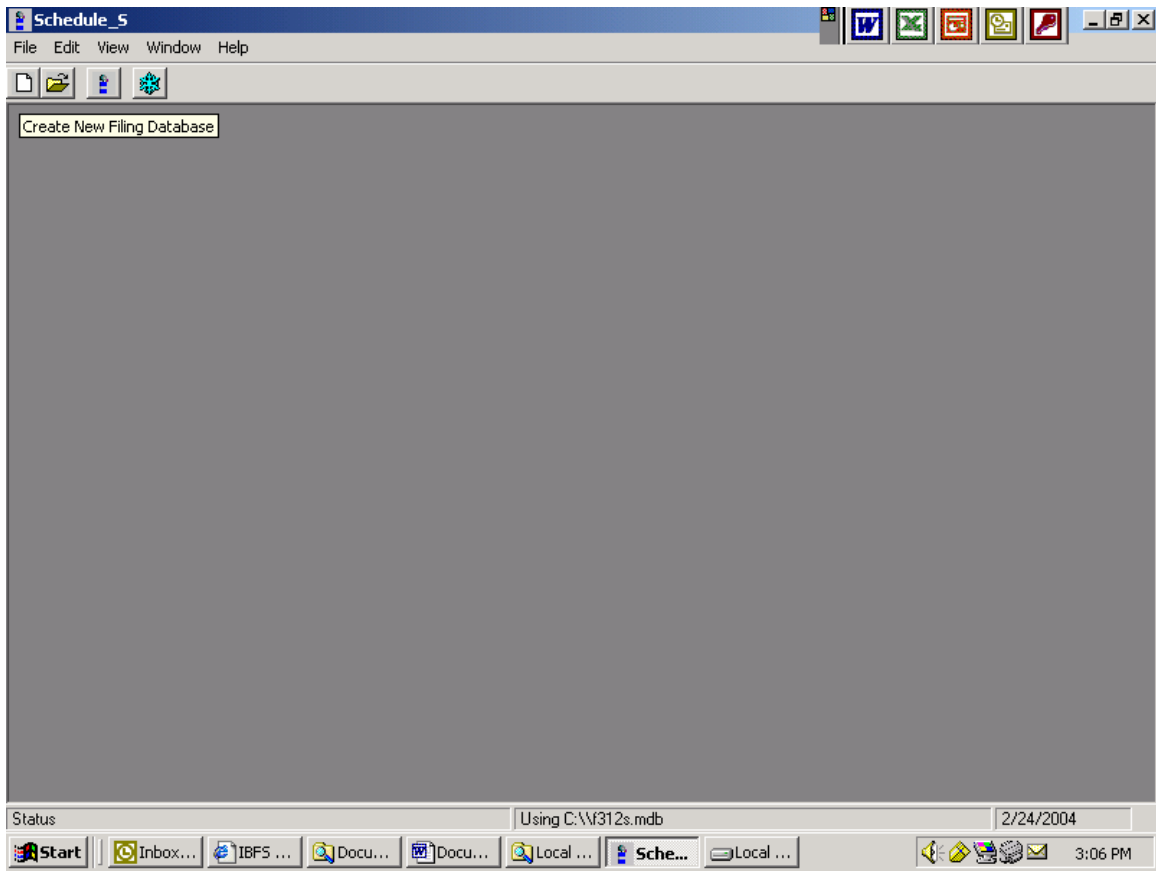
Press Apply. Then press OK.

You are now ready to create your first Schedule S Filing.

## Completing A Schedule S File

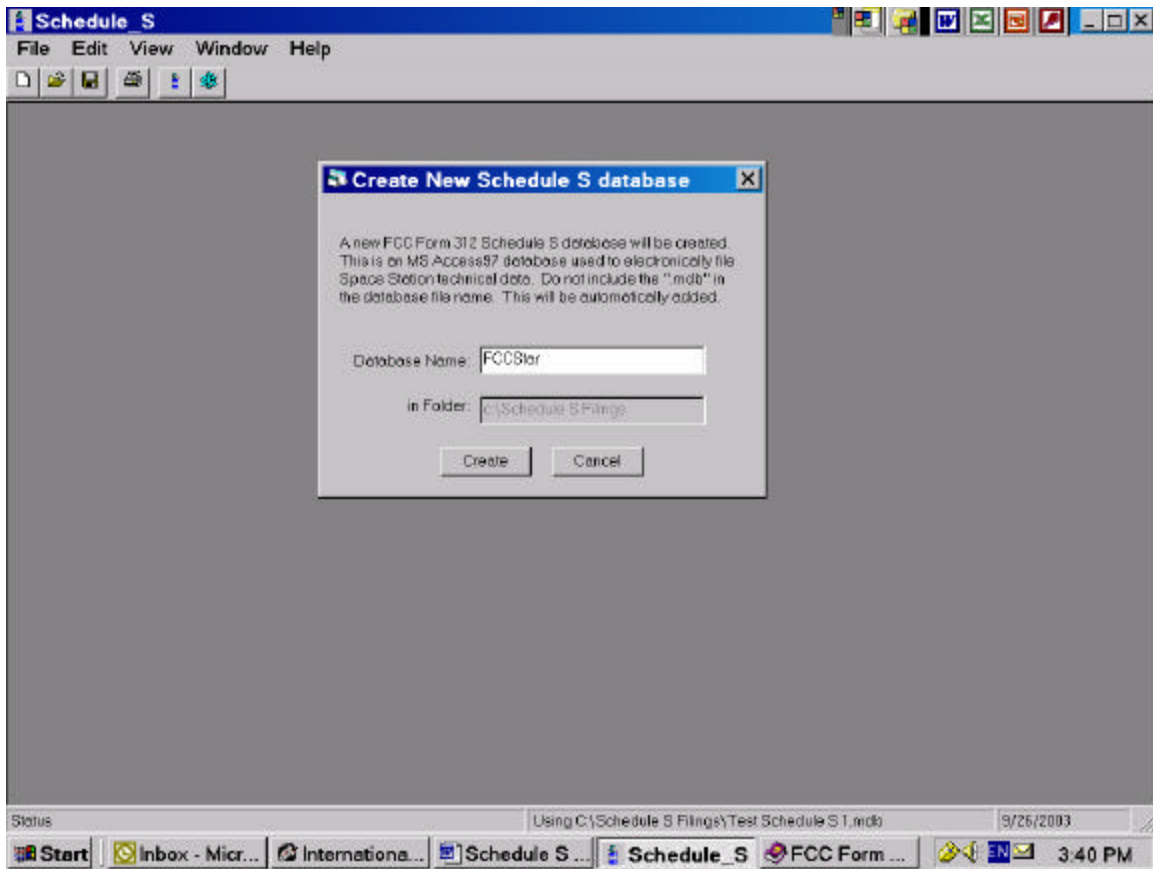


From the Schedule S parent window select File Menu, then select “Create New Filing Database.”



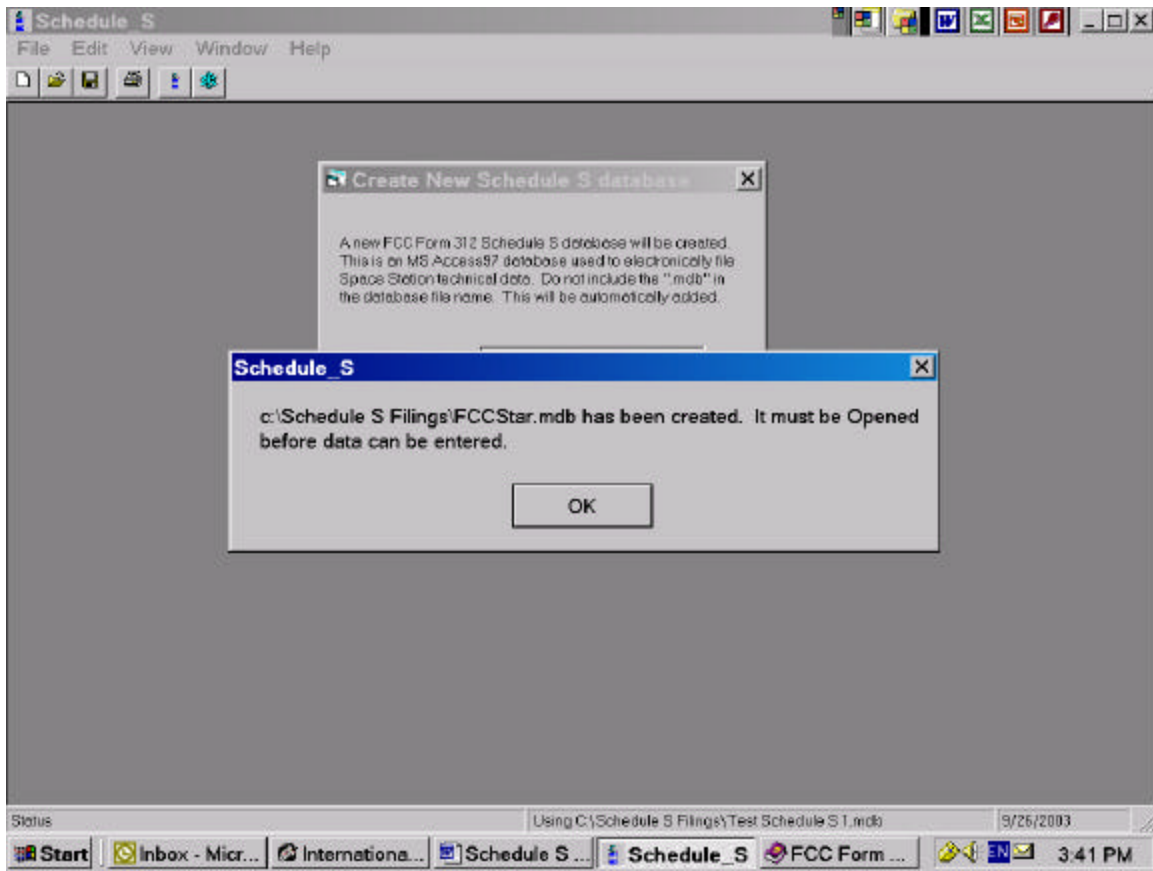
You can also access this selection by clicking the left-most button from the Button Bar.



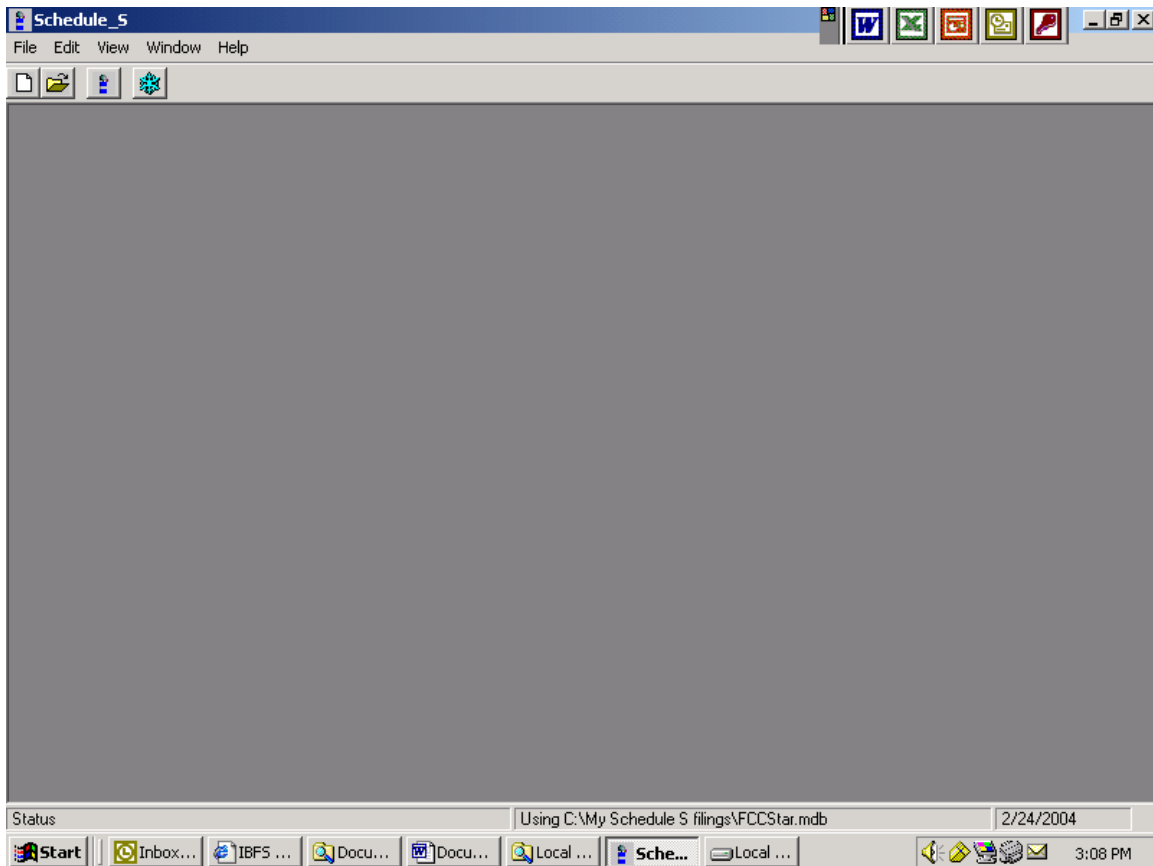


This form will allow the user to create a new filing database in their "My Filings" folder. This database will be empty and ready to receive the data for the new filing. Simply give it a database name and click the "Create" button.

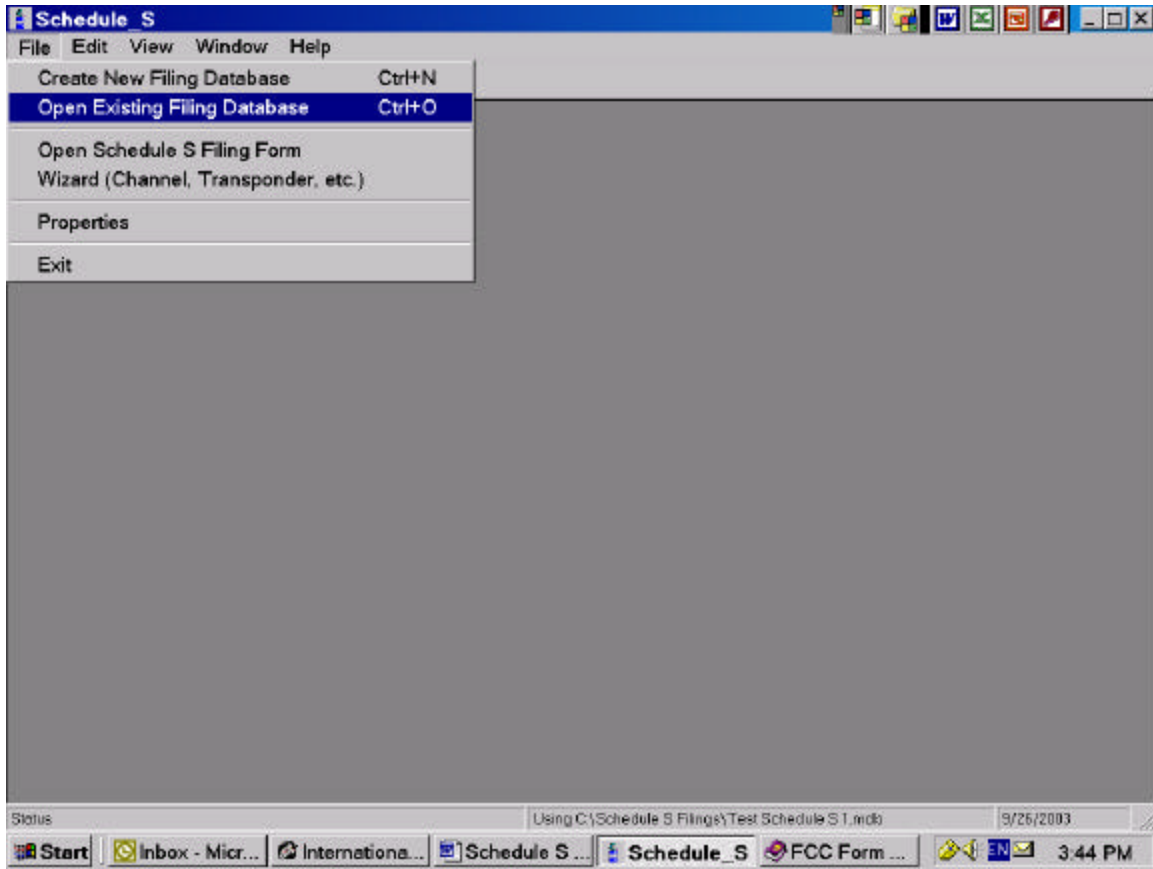
Note: If you need to change the location of the "My Filings" folder, use the Properties Form on the File Menu.



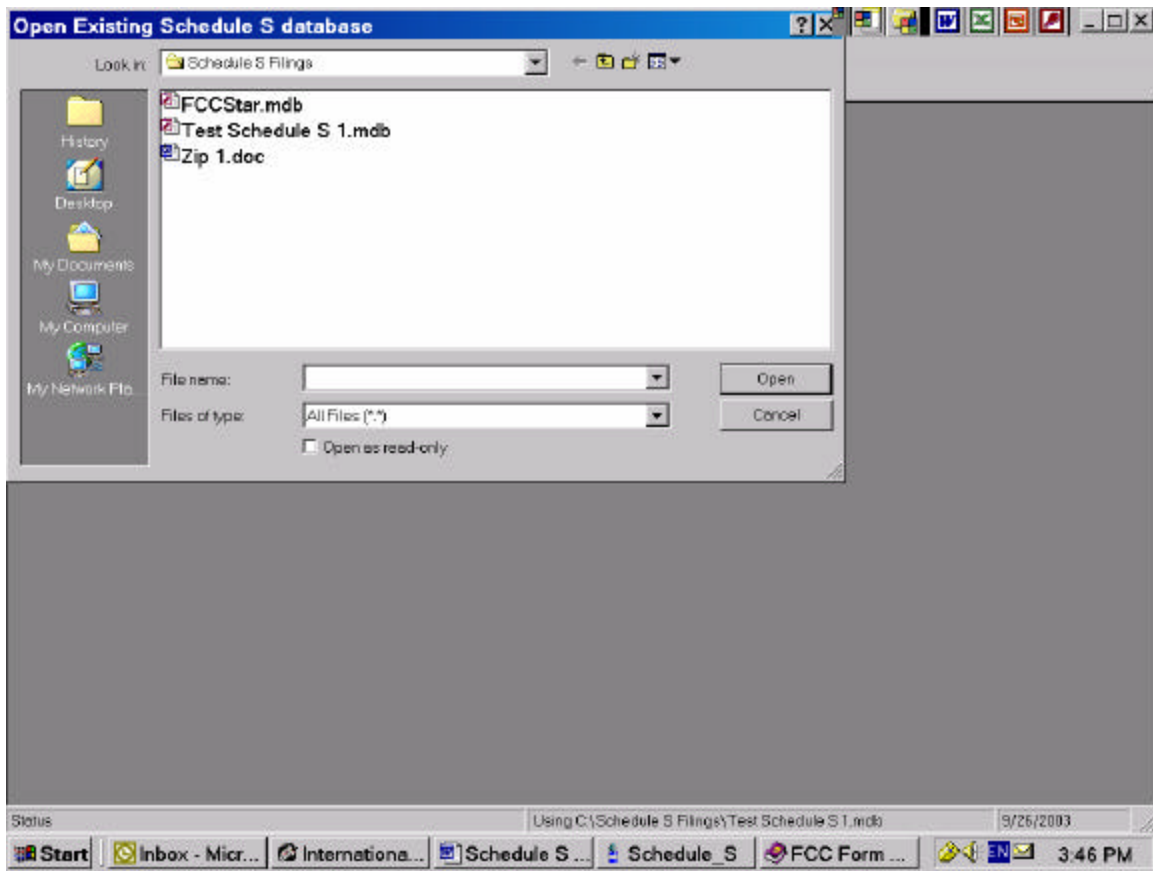
Click OK.



The name of the current database always displays at the bottom right-hand corner of the status bar. When the program starts it will always remember and open the last used database.



Select "Open Existing Filing Database" from the File Menu or the 2<sup>nd</sup> button from the left on the Button Bar. This will open the standard Windows operating system "Open File" form. Simply browse and find the filing database that you wish to use. The filing databases will normally be located in the "My Filings" folder.



Find the database you want and open it.

**Schedule S - [Schedule S]**

File Edit View Window Help

Applicant | Satellite | Op. Band | GSO Orbit | NGSO Orbit | Service Area | Antenna Beam | Beam Diagram | Transponder | Modulation | Emission | Other

**Applicant Information:**

Add Save Delete

Name:  Phone Number:   
 Street:  Fax Number:   
 Street:  E-mail:   
 City:  State:  Zipcode:  Attention:   
 Country:

Note: Begin new data entry by first clicking "Add" button. Click "Save" button when finished.  
 Revise existing data by editing any data field. Click "Save" button when finished.

GENERAL NOTE: Several tables (Applicant, FCC Only, Satellite, GSO, NGSO Header, Electrical, and Physical) only allow one (1) data row each. All of these tables have "Add/Save/Delete" buttons that must be used to control data entry and storage. All other "Grid" tables allow multiple rows of data, each of which is "Saved" by moving the cursor into a different data row.

**FCC Only:**

Add Save Delete

Call Sign:   
 File Number (without dashes):  (i.e. SATLOA2004013101234)  
 Date Filed:   
 Satellite Alias Name:   
 ITU Network Name:

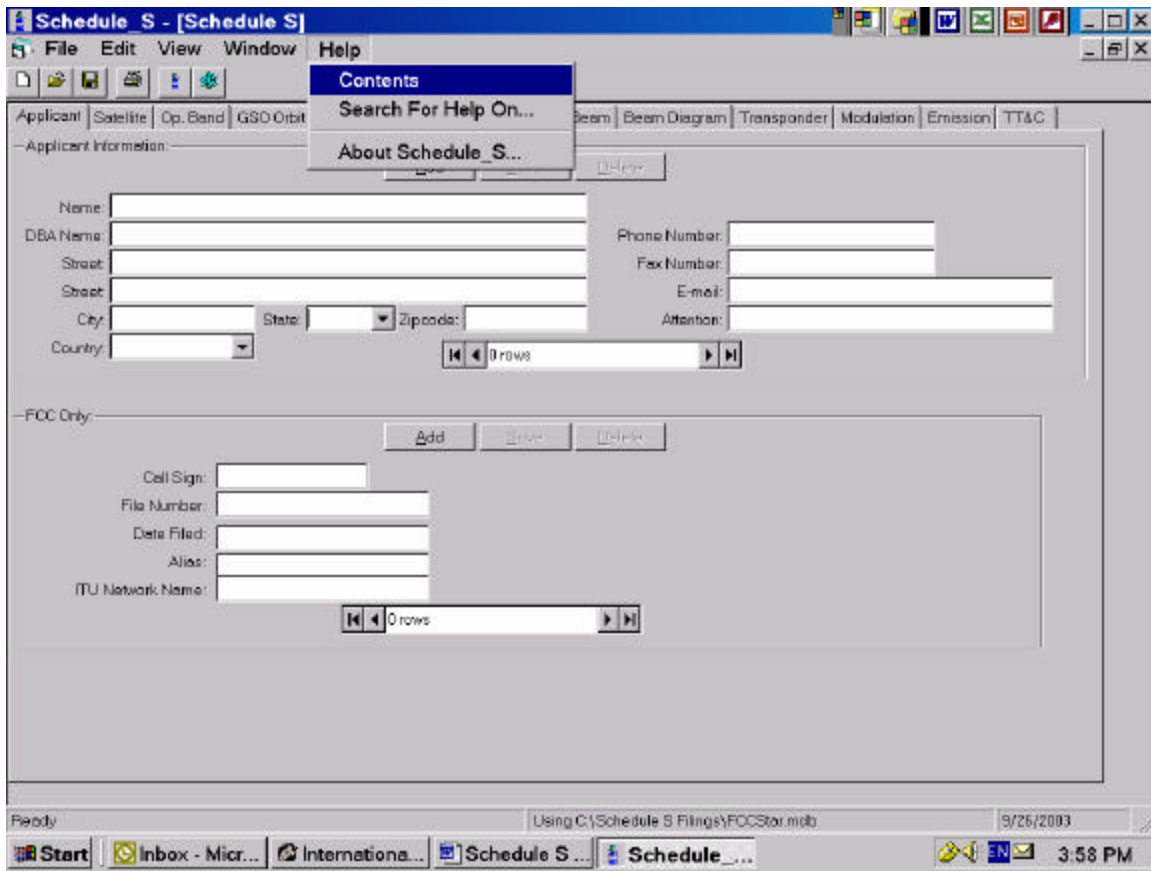
Complete this information only if requested by FCC Staff with respect to a previously filed application.

Ready Using C:\My Schedule S filings\FCCStar.mdb 2/24/2004

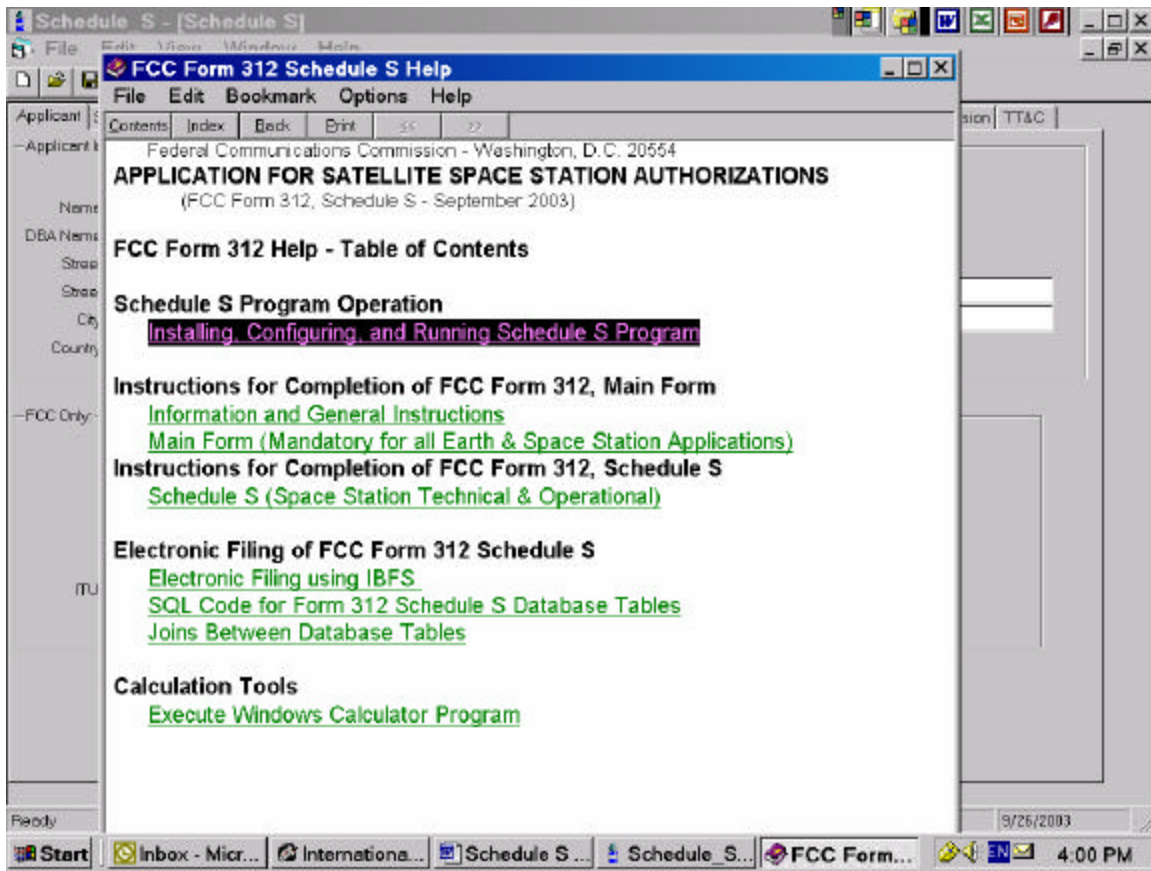
Start | Inbox... | IBFS... | Docu... | Docu... | Local... | Sche... | Local... 3:11 PM

You are now ready to enter technical data associated with your space station filing.

Once you have completed and saved your Schedule S data for your satellite, you will Complete the appropriate 312 main form and attach the Schedule S file to it using the button provided at the bottom of the form, entitled "Schedule S" as shown in the next graphic.



Help regarding the data entry for each tab can be found in the program help file, which is started by clicking Contents on the Help Menu.



To get the details on the data to be supplied on the tabs associated with Schedule S, select “Installing, Configuring, and Running Schedule S Program” from the Schedule S Program Operation.



43. Description. (Summarize the nature of the application and the services to be provided).

Attachment

**CERTIFICATION**

The Applicant waives any claim to the use of any particular frequency or of the electromagnetic spectrum as against the regulatory power of the United States because of the previous use of the same, whether by license or otherwise, and requests an authorization in accordance with this application. The applicant certifies that grant of this application would not cause the applicant to be in violation of the spectrum aggregation limit in 47 CFR Part 20. All statements made in exhibits are a material part hereof and are incorporated herein as if set out in full in this application. The undersigned, individually and for the applicant, hereby certifies that all statements made in this application and in all attached exhibits are true, complete and correct to the best of his or her knowledge and belief, and are made in good faith.

44. Applicant is a (an): (Choose the button next to applicable response.)

☐ Individual  
☐ Unincorporated Association  
☐ Partnership  
☐ Corporation  
☐ Governmental Entity

45. Name of Person Signing

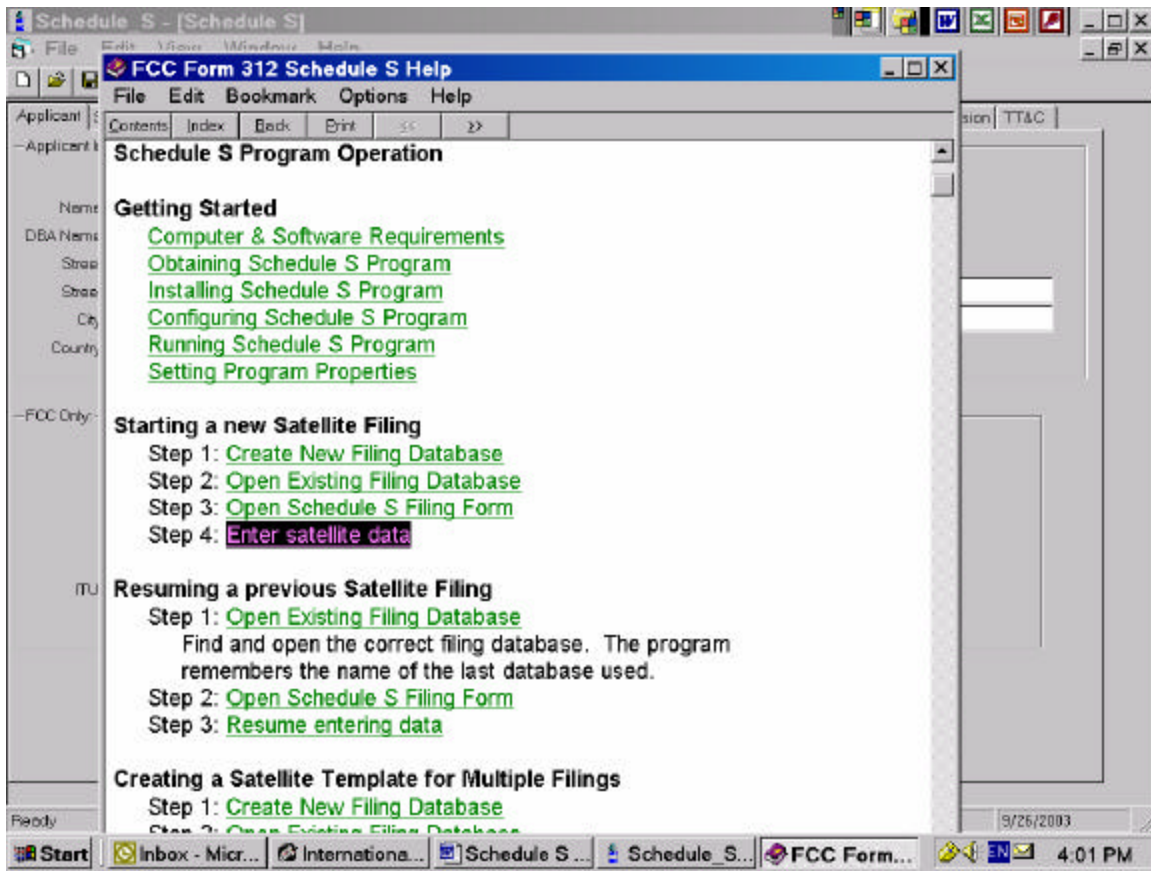
46. Title of Person Signing

**WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND / OR IMPRISONMENT (U.S. Code, Title 18, Section 1001), AND/OR REVOCATION OF ANY STATION AUTHORIZATION (U.S. Code, Title 47, Section 312(a)(1)), AND/OR FORFEITURE (U.S. Code, Title 47, Section 503).**

Schedule S

Once your Form 312 is validated, attach your Schedule S and file the application as usual. And don't forget to pay for it!

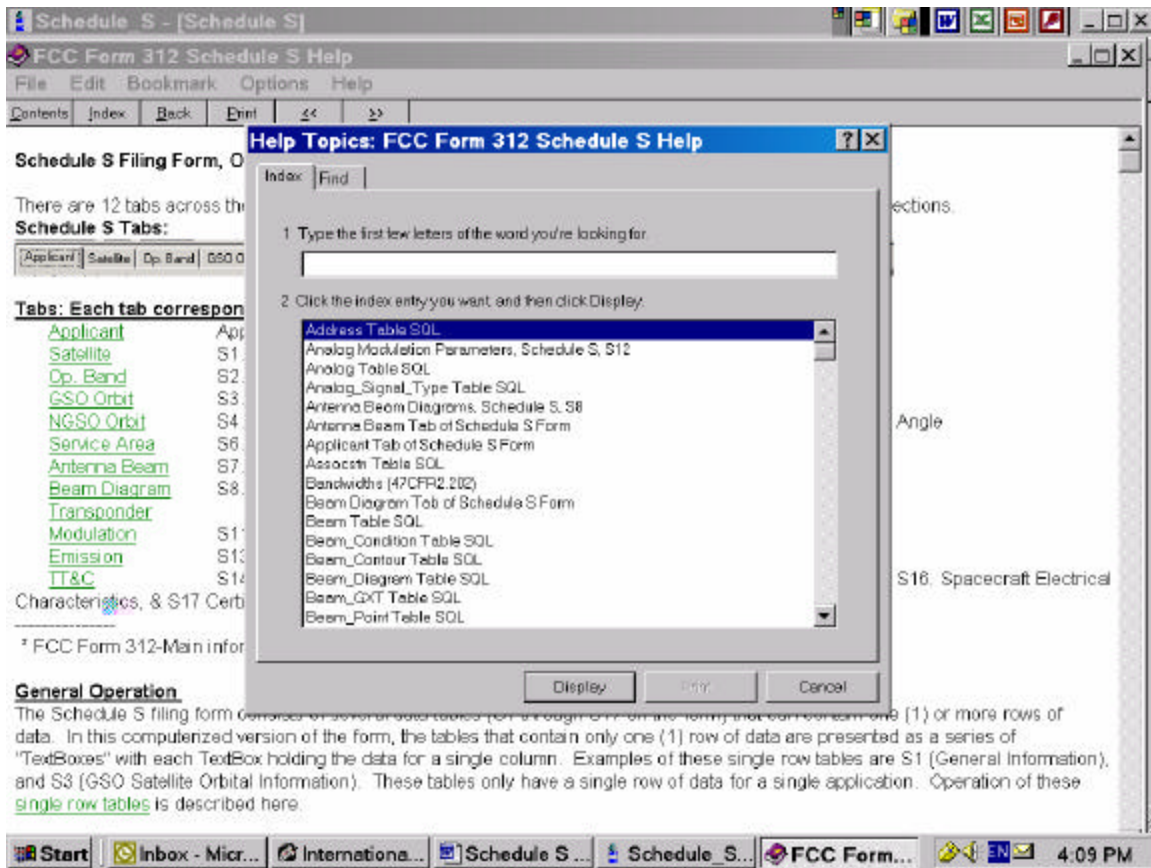




Then select “Enter satellite data” from Starting a new Satellite Filing.



This help page is your main source of information regarding details for each entry field on the Schedule S. From here you can drill down to any of the 12 tabs to get detailed instructions and other useful information.



If you are looking for a specific topic or parameter, you can also choose “Search for Help On” from the Help Menu.